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The UCF Report

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## The UCF Report, Vol. 07 No. 29, March 6, 1985

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# The UCF Report

Volume 7 Number 29

For Faculty and Staff

March 6, 1985



## ODK tapping

President Trevor Colbourn was among six faculty tapped by Omicron Delta Kappa National Leadership Honor Society for membership and Student Mary MacArthur, an officer in the UCF circle, did the honors, signified by the medallion she hung about his neck last Thursday.

## UCF hosts the first

# Florida techwriters conference draws 116

The first statewide conference on technical writing was held at UCF last Friday, March 1, sponsored by the English Department and the Orlando chapter of the Society for Technical Communication.

Department Chairman Stuart Omans said 116 in education and industry, from all parts of the state, registered for the all-day series of talks, and panel discussions. "We would have been pleased with half that number," he said.

Dr. Thomas E. Pearsall, textbook co-author and originator of a technical communications program at the U. of Minnesota, was the key speaker at the outset of the conference.

Dr. Fred MacIntosh, author of more than 100 articles on technical writing and recently retired after 20 years at the U. of North Carolina/Chapel Hill, was the speaker at the luncheon.

The first speaker covered the history of teaching technical writing and the luncheon speaker carried it from education to industry.

English faculty members Gloria Jaffe and Daniel Jones shared chairing of the conference. Sandra Miller was the coordinator.

Holding the conference, Omans explained, was the natural outcome of UCF's response to "a very, very rapidly

growing field. In the last 20 years the demand for technical writing skills has grown exponentially."

The English Department began offering technical writing courses and a bachelor of arts minor in 1980 and last fall added a major program so that a graduate with technical writing as a career goal can leave the University with a BA in English, concentration in technical writing.

Jaffe noted that 18 students have finished the minor program and that all are employed in some form of technical writing. She said that 12 of those went through the intern program that required a full semester of working a 40-hour week, and that 10 of those were hired by the company where they interned.

Technical writing as a program is the outgrowth of professional report writing courses offered by the English Department since the University opened in 1968, Jaffe informed.

"Men without education are condemned to live as outsiders — outside the twentieth century, foreigners in their own land."

—Robert F. Kennedy

## Credit Union grows in dollars and members

UCF Federal Credit Union passed the \$5 million mark in assets last year and the total number of accounts passed 5,000 last week. Barth Engert, president, announced at the 14th annual meeting last Thursday.

The traditional luncheon report almost filled the Student Center Auditorium. Three hundred tickets had been sold.

Growth of about \$1 million happened each of the last two years, he noted. For the year ending Jan. 31 the institution signed 1,005 members while only 275 left. More than 1,800 members are students.

While total accounts cover all the years of operation, current mailings go to 3,640 active members.

Past President Jim Smith, nominating chairman, said Engert was the only board member due for reelection and he was given another term by acclamation, along with Pat DeWoody, to the Credit Committee. Mary McKinney and Rusty Okoniewski are two new alternate members elected to the committee.

Janet Waller, a temporary Finance and Accounting employee attending the luncheon as a guest, won the \$100 door prize. When she received the top prize she promised to join the Credit Union next day.

Joyce Clappitt, associate vice president of Business Affairs, won the \$50 and Louis Ray, Building Services, claimed the \$25.

CU Manager Skip Hickman expressed her appreciation to the support her office received from the University community throughout the year and thanked the people who turned out for the annual report.

## Library has \$\$ for best in essays

To celebrate reading in America and promote National Library Week 1985, the UCF Library is sponsoring an essay contest for UCF students. The essays are to show the importance of reading in American life.

The contest is open to all UCF students. Essays will be limited to 1,000 words and must be submitted with a completed entry form. Entry forms will be available in the Library. Deadline for entries is March 29.

Judges for the contest include Orlando Sentinel columnist Rob Morse and English faculty members Beth Barnes, Jerome Donnelly and Gerald Schiffhorst.

Winners will be announced during National Library Week, April 14-20, and an award ceremony will take place on April 19.

Prizes are \$200, first place; \$100 second; and \$50 third.

For more information, please contact Carol Cubberley, x2521.

## Student dance marathon for Dimes march

Forty-five couples from sororities and fraternities will compete in a dance marathon to benefit the March of Dimes on March 21.

The 12-hour grind at the Student Center is part of Greek Week to be celebrated by the 15 campus organizations. Each will be represented by three couples.

The dancers are seeking community and campus support for their efforts through sponsorships. Contributions will cover the entire time of the marathon, from noon to midnight Thursday, said Salli Sanguiliano, chairman.

Music will consist of a variety of tunes, from the '40s into the '80s, served up by a local disc jockey.

Alumni and others in the area interested in being sponsors are asked to contact Sanguiliano, at x4452, or Alice Stafford, Central Florida March of Dimes coordinator, at 849-0790.



JANET WALLER  
...\$100 cash prize

## NO REPORT

UCF Report will follow the tradition of faculty and students and take a break during the week of March 11-15.

Next issue will be on March 20. Copy deadline for that issue will be on Thursday, March 14.



## Grant opportunities

**Peace Fellowships (MacArthur Foundation)** — To do research on topics with implications for international peace, including economic competition and development, socio-political trends in the Third World, regional rivalries and conflicts among Soviet and American allies, alliance systems and the psychology of national leadership. Due March 31.

**W. E. Upjohn Institute** — Research areas currently include employment implications of technological change, income replacement programs, older worker and retirement issues, labor management relations, and implications of wage systems based on comparable worth. Due March 25.

**Center for Field Research** — Grants for funds and volunteers to support field research in the following areas: applied anthropology; art history and preservation; conservation of endangered or threatened species and systems; marine biology and public health and nutrition. Project grants average \$12,600. Due April 1.

**Jesse Smith Noyes Foundation** — Scholarships, fellowships and internships are made to support programs focusing on current problems in the environment, education and health fields. In the environmental field, particular attention will be given to programs that work to sustain food and water supplies for future generations. In the area of education, the Foundation seeks training programs that will help educators to be aware of and more responsive to the individual child's abilities and potential. Health grants are awarded for training programs in the population field. Due April 1.

**Innovative Programs for Severely Handicapped Children (Department of Education)** — Non-directed Demonstration Projects for Severely Handicapped Children and Youth; Approaches to Total Life Planning for Deaf-Blind Children and Youth; Non-directed Demonstration Projects for Deaf-Blind Children and Youth; Statewide Systems Change; Communication Skills Development; and Social and Community Skills Development. Due April 8.

**Health Care Research (The Commonwealth Fund)** — Programs to help develop new approaches to selected national problems involving health care delivery. The five problem areas specified include: a) the elderly who are both functionally dependent and poor, b) low-income families, c) people whose personal habits could lead to major disability and premature death, d) working women with difficulty in obtaining care for their young children, and e) members of minority groups looking toward careers in the health professions. No due date.

**Group Psychology Program (ONR)** — Basic research involving formal models and theory — guided, controlled experimentation on performance in small groups — especially those which work under stressful conditions or are hierarchically organized. Possible topics include learning and training, motivation, social modeling, productivity, information processing, decision making, conformity/nonconformity, cooperation and competition, exchange processes, coalition formation, bargaining and negotiation. No due date.

For further information, please contact Nancy Morgan, x2671.

"So we beat on, boats against the current, borne back ceaselessly into the past."

—F. Scott Fitzgerald

"If you think education is expensive — try ignorance."

—Derak Bok



### Brown to Brown

W. Rex Brown (associate dean/Extended Studies) right, presented the UCF award, in conjunction with Goldenrod Settler Day community awards, to William R. Brown (chairman/Sociology & Anthropology), left, for service to University and community.

## W. R. Brown chosen for civic award

William R. Brown, chairman of the Department of Sociology and Anthropology and professor of Sociology, received the Goldenrod Festival Settlers Day award over the weekend for his service to UCF.

It was the second year a special award was given by Goldenrod settlers to a member of the UCF faculty, according to W. Rex Brown, associate dean of Extended Studies.

Dean Brown — not related to Chairman Brown — presented the award during an awards dinner held at Rio Pinar Country Club Friday night. An engraved desk set and certificate changed hands.

Chairman Brown was cited for "skill as a classroom teacher, his concern for students...his hardworking, conscientious efforts all testify to Dr. Brown as an excellent educator." It was further noted that he had published 19 articles, prepared 18 grant and research reports and has been nominated three times as an outstanding researcher.

Beyond the university Brown has amassed a long list of civic services.

## Management workshop for college women

Women who are employed in higher education with a desire to learn more about financial management at that level will have that opportunity at a 3-day workshop in Orlando that begins March 25.

They also will hear Dr. Estelle R. Ramey, nationally known author and researcher, who will speak on "Sex Hormones and Administrative Ability." A professor of physiology and biophysics at Georgetown University Medical School, she is known for her work in the Women's Rights movement.

The workshop is offered by the UCF College of Extended Studies and is designed to develop an understanding of budgets and accounting systems used by colleges and universities.

All sessions will be conducted at the Hilton Inn Florida Center. The cost is \$215 and includes a variety of functions and materials. Call x2123.

## Going someplace? Tell it to Jim...

Jim Liggett, Bookstore supervisor, would like to see some more personal news about University employees in *The Report*.

To this end he has volunteered to write a column himself and it would be about what big or little trips faculty and staff might be planning in upcoming months.

Whether you're going to New Zealand or Indiana for a class reunion, to Hollywood, Florida, or the other one, he wants to know. Write — don't call — Jim Liggett and send your info to him at the Bookstore, by campus mail.

Do it now. At least before April 1.

## Russian music program slated

The Night of Russian Music and Poetry will happen in the rehearsal hall on Monday, March 18, at 8 p.m. Members of the Florida Symphony will perform and so will students in Russian classes.

Continuing the international flavor, the Foreign Language Department has booked Dr. Noel R. Watts, head of Linguistics, Massey U., New Zealand, to lecture in Fine Arts, Room 215, at noon on Tuesday, March 19.

Both events are open to all.

## Official memoranda

Publication of these memoranda and announcements about University policy and procedure constitutes official notice to faculty and staff

To: PROFS Users  
From: Etta Jean Smith,  
Office Operations Manager, Computer Services  
Subject: Advanced PROFS Training

Hands-on training classes for customizing the PROFS Main Menu will be offered:

Tuesday, March 12	11 - 12:00 a.m. 1:30 - 2:30 p.m. 3 - 4 p.m.
Thursday, March 14	11 - 12:00 a.m. 2 - 3 p.m. 3:30 - 4:30 p.m.

**Purpose:** To set PF keys on PROFS Main Menu to functions you use most — saves time and cuts through some menus.

**Requirement:** Must have been using PROFS for at least a month.

Training will be held in CCI Room 207. To sign up for a session, call x5608.

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## Open enrollment thru March for Faculty/A&P Sick-Leave Pool

The Faculty and A&P Sick-Leave Pool will have an open enrollment period through the month of March. Please send your application form to the Office of Academic Affairs. Should you have any questions, please call x2496.

TO: Dr. Frank Juge, Office of Academic Affairs  
Faculty and Administrative and Professional  
Sick-Leave Pool Application

Name \_\_\_\_\_

SS# \_\_\_\_\_ Department \_\_\_\_\_

Date of UCF Employment \_\_\_\_\_

I have read the procedure for the UCF Faculty and Administrative and Professional Sick-Leave Pool and agree to abide by its terms. The transfer of 8 hours of sick leave from my sick-leave account to the Sick-Leave Pool is hereby authorized.

Signed: \_\_\_\_\_

Applicant

Date \_\_\_\_\_





## Police Scanner

Karen Y. Torpy  
UCF Police Department

Lt. James DePuy comes to the UCF Police Department with quite an impressive police and military background, not to mention just being one heck of a nice man! He was hired in January as the new chief investigator, replacing Lt. Green who left in November.

Born in Coal Dale, Penn. in 1947, DePuy moved to Battle Creek, Mich. when he was 11. His father worked for and retired from the Kellogg Co., which is a great advantage for a kid! After graduating from high school he joined the Army for three years where he was stationed in Washington, D.C., Hawaii and Vietnam.

Washington was the most interesting because he was a member of the Armed Forces Police, responsible for dignitary protection. At one point he was assigned to guard General Eisenhower, and while doing so met many people, including the Kennedys, Eisenhower family, and had a two hour conversation one night with Senator Dirksen.

While in Vietnam he was awarded the Bronze Star for "gallantly holding his position in the face of a numerically superior enemy force," according to his citation.

After attaining the rank of sergeant, DePuy left the Army and entered Michigan State University and took a job as deputy for Eaton Co. Sheriff's Office, where he was involved in undercover narcotics investigations along with road duties. In 1969 he married his high school sweetheart, Brenda, and they have one son, Jimmy, who is 11 years old.

In 1972, he accepted a position with the Tampa Police Department, and was there until 1979 when he decided to give private business a try. While in Tampa, he was involved in a wide variety of police activities, including field training instruction, investigations, crime prevention programming, investigation of child abuse and violent crimes against children (where he became an expert witness), establishing the Police Explorer Post, establishing the School Resource Officer Program and presenting prevention programs on child abuse to community organizations. All of this in addition to completing his bachelor degree at St. Leo College and being a husband and father.

After leaving Tampa, he opened a pool construction and supply business in Ormond Beach. Last year he decided he couldn't stay away from police work any longer, and UCF is the fortunate beneficiary of that desire.

Personally, he enjoys fishing, camping, spending time with his family and getting away to his cabin in the Ocala National Forest. He says he feels very comfortable in the University community, but will feel better when he is able to move to Orlando. He has a house to sell in Ormond Beach.

## Two promoted on police force

Public Safety and Police Director Ron Seacrist announces promotion of two men in the Police Department.

Corporal Ronald Salvaggio has been made an assistant investigator and has been reassigned to the investigative division.

Officer Douglas Brown has been raised in rank to corporal and will assume the duties of assistant shift supervisor.



RICHARD (DICK) NEUHAUS

## '85 Show House tickets offered

Tickets at a discounted price of \$7 are available in AD 210 for the Orlando Opera Guild Designers' Show House.

The 1985 choice for public display is Litchfield Manor, an estate in Heathrow, located at 1550 Bay Water Court, Lake Mary. It will be open March 9-31 from 1 to 4:30 on Sundays, 10 to 3:30 Tuesdays through Saturdays and 7-9 p.m. on Thursdays.

For information call x2226.

## Very special art to show at UCF

Very Special Arts Festival for handicapped children and adults will be held March 22 on UCF campus.

The 1985 festival will feature a variety of workshops, guest performers and special events. Art work is drawn from residents of five Central Florida counties. Displays will be in the Education Building and will be open to all from 9 a.m. until 2:30 p.m.



## Try some

Once a year a special repast is prepared for a gathering to celebrate Black History Month and on Feb. 27 what is endearingly termed, "Soul Food", was spread out buffet style in the Minority Students office. Snapped helping themselves, l. to r., Patricia Patterson, Delores Johnson and Chris McRae.

## Employee of the Month

# After 15 years at UCF Neuhaus to 'hang it up'

Richard V. (Dick) Neuhaus, assistant director of Physical Plant, figures to "hang it up" on April 18, a few days before his 66th birthday. He will have served UCF more than 15 years.

Reflecting on the growth of the young University since Sept. 10, 1969, he says, "I'm glad I was part of it. I want to see us tops in all aspects, athletic and academic."

Home for him and his wife, Maria, is Goldenrod, just five miles away, and Neuhaus plans to be back on campus as a student, to brush up on Spanish and German.

Interest in language study is a revival of earlier days. His wife is of mixed German-Spanish extraction but native of Guatemala. "She speaks four languages and I claim three. But I need a refresher," he explains.

A native of Niagara Falls, N. Y., Neuhaus started college in New Mexico Military Institute and got his bachelor's degree from University of Pennsylvania in 1941. World War II and Army Ordnance took him to Europe for the duration.

He and his future wife met in New York, were engaged within a week and married in two months. "I should have made all my decisions that fast," he chuckles. They have three daughters, all living in the Orlando area, and six grandchildren.

Early in their marriage the Neuhauses moved to Guatemala to help her family

run extensive agrarian operations. This career was aborted by a revolution.

In 1958 they moved to Florida and opened the first Mr. Donut restaurant in Orlando, located on East Colonial Dr. They ran that for 10 years and sold, Neuhaus deciding then to go back to school to brush up on his accounting.

At UCF (then FTU) he paid a visit to Phil Goree, vice president of Business Affairs, and was sent to see Fred Clayton, director of Physical Plant. He didn't have far to go in 1969, because Physical Plant was in the Library. Most everything was in the Library of the infant University.

So on Sept. 10, 1969 Neuhaus became a fiscal assistant I, but when he was promoted to assistant director didn't leave a sharp impression. "About '73 or '74," he recalls.

The years have flown, the University has grown, and though he decided the time has come for him to step out of daily routine, Neuhaus found the work, the people and sharing the goal a rewarding experience.

## Off the Franklin Stove. Served up by Ben

"He that lieth down with dogs, shall rise up with fleas."

## Student Center additions may get started this time

Recent rebids on revised design may produce a combination to get the expansion of the Student Center under way, University Planner Bob Webb said last week.

Since last summer the University has been caught in the trend toward higher construction costs and the addition to the Student Center was one project delayed. Earlier bids far exceeded the \$730,000 construction budget so design was pared and the project put up for rebid.

An unbelievably favorable base bid by Jendoco Construction was submitted on Feb. 21. Shortly after bids were opened the Winter Park company decided its base offer of \$489,000 was made in error and asked to have it withdrawn.

Webb said he has recommended to state planners that they allow the withdrawal and accept the second low base bid of \$775,000 from Mark Construction of Longwood. He said Mark's bid would be under the budget limit if the \$56,000 designated for kitchen equipment can be financed from another source.

The Student Center job includes additional rooms for Student Government and a 350 seat cinema pub.

A new Student Government kiosk was bid on Feb. 27 and the Leek Corp., Maitland, was apparent low of four bidders at \$52,340 base. Student officers huddled with the administration later to see if financial help is possible, since the architect's estimate was \$38,000.

Also bid the same day was a connecting corridor for the two lobbies of the University Theatre. Colossus International of Orlando was apparent low of four with a base bid of \$62,595. The budget limit is \$50,000 Webb said, so the project is still being studied.

A greatly revised Athletic Facility Phase II will come up for rebidding at Physical Plant at 2 p.m. on Thursday, March 7. The bid date was changed from Feb. 28.

## IN APPRECIATION

The family of Diane Wiener would like to express their heartfelt thanks to the university community for the kindness and thoughtfulness during her illness and death. The cards, flowers, blood donations, visits, and contributions to the UCF Library Fund were appreciated tremendously and will never be forgotten.





Thursday, March 7

Lasagna\*\*

Turkey-Spinach Quiche

Carved Lamb

Friday, March 8

Batter Fried Perch\*

Spanish Rice

Carved London Broil

Monday, March 11

Spaghetti with Meatsauce

Seafood Quiche\*

Carved Roast Beef

Tuesday, March 12

Baked Chicken

Swedish Meatballs/Rice\*

Carved Roast Pork

Wednesday, March 13

Stuffed Green Peppers

Chicken and Dumplings\*

Carved Ham

\*Daily special includes entree, 2 vegetables, dinner roll and beverage \$2.60 plus tax.

\*\*Special includes entree, small salad, garlic bread and beverage \$2.60 plus tax.

## Real Estate offers four new courses

Four courses being offered through the UCF Real Estate Institute during March begin with the 3-day exam review for salespersons and brokers, March 8-10. Classes will be held at the Valencia Community College west campus from 6 to 10 p.m. Friday and 9 a.m. to 5 p.m. Saturday and Sunday. Tuition is \$50 with materials.

The salespersons course in Principles, Practices and Law will begin March 11 with sessions through May 1 at Winter Park High School each Monday and Wednesday from 5:30 to 9:30 p.m. Tuition is \$125 and includes texts.

A real estate post-education course will be conducted March 14-16 on the UCF campus. Classes will meet from 6 to 10 p.m. Thursday and Friday and 9 a.m. to 6 p.m. Saturday. Tuition is \$30 for seven hours and \$50 for the full 14 hours.

There will be an A.I.R.E.A. residential valuation course conducted March 18 through April 18 at Winter Park High School with sessions each Monday and Wednesday from 6 to 9 p.m. Tuition is \$250 and includes all books and the examination.

For additional information on the March courses, or any courses available through the UCF Real Estate Institute, call x2126.

"A man of genius makes no mistakes. His errors are volitional and are the portals of discovery."

—James Joyce

## The UCF Report

The UCF Report is the University of Central Florida's official publication, whose purpose is to inform the University community through announcements, official memoranda and items of general interest. Publication and announcements and official memoranda about University policy and procedures in The UCF Report constitutes official notice to faculty and staff. The UCF Report is a weekly publication most of the regular academic year and biweekly during the summer sessions, at a cost of \$180 per issue, or 7.5 cents per copy, paid for by the Office of Public Affairs, ADM 395-J, x2504.

Copy submitted on or before Thursday noon of the week before publication receives handling and space priority. Copy is accepted after this deadline but is subject to editing or delay until the succeeding publication date.

Editor: Don Rider  
Editorial Assistant: Judy Schmitt  
Photographer: Tom Netsel  
Typographer: Jacqueline Ward

# Employment Opportunities

UCF is an Equal Opportunity / affirmative action Employer

For resume of current openings, call Career Opportunity Line, 275-2778

The following is a list of positions currently in the recruitment process. It is the responsibility of the individual interested in state employment to complete successfully any required performance and/or written exams prior to being considered for a specific job opening. Because of limited facilities we administer career service tests by appointment only, on a limited but continuous basis. If you are unable to schedule an exam for a current vacancy before the posted closing date, we encourage you to proceed with the exam so that you will be eligible for the next position in that class which becomes available. All scores are valid for eighteen months. For further information and test appointments, call 275-2771. All inquiries must be made through the personnel office for systematic handling.

Faculty positions available — see state university system position vacancy announcements.

## Administrative & Professional

### VICE-PRESIDENT FOR UNIV. RELATIONS

(University Relations) Ph.D. with major in Public Relations, business management, or other appropriate field and three years of appropriate professional experience preferred; or master's degree and 4 years of experience; or bachelor's degree and 5 years of experience in public relations or related field. \$38,320-OPEN; \$1,468.20. 3/7/85.

### ASSOC. DIRECTOR FOR BUSINESS SVCS.

(Business Services) Bachelor's degree in accounting, business administration, management, or a similar discipline, and four years of experience in a business-related field, two in a managerial capacity. Prefer retail experience and/or experience in college auxiliary services. \$20,100-36,200; \$770.11. 3/14/85.

## Career Service

### COMPUTER OP. III (Computer Services)

High school diploma or its equivalent and two years of experience in the operation of a computer and/or computer peripheral equipment. Prefer knowledge of IBM 3777, 4381, 4341 systems, IBM MVS/JES 2 and Telecommunications. Hours: Monday - Friday midnight to 8:30 a.m. \$13,467.60-21,986.64; \$516. 3/7/85.

### LAW ENFORCEMENT OFFICER (Police Dept.)

One year of sworn law enforcement experience. College education can substitute at the rate of 30 semester or 45 quarter hours for the required experience. Completed a law enforcement training program approved by the Criminal Justice Standards and Training Commission, or obtain a temporary employment authorization pending basic cer-

tification by the Commission. Written exam. Rotating shifts. Two positions. \$13,968.72-18,729.36; \$535.20. 3/7/85.

**ADMIN. ASST. I (Academic Affairs)** Bachelor's degree and one year administrative experience. Administrative or clerical experience can substitute on a year-for-year basis for the required college education. Prefer experience with word processing, personal computers and computer terminals. \$13,467.20-21,986.64; \$516. 3/7/85.

**FISCAL ASST. I (Future Newspaper)** High school diploma or its equivalent and two years of bookkeeping or clerical-accounting experience. \$10,335.60-16,516.08; \$396. 3/7/85.

**CLERK III (Financial Aid)** High school diploma or its equivalent and two years of clerical experience. \$8,519.04-13,404.96; \$326.40. 3/7/85.

**SENIOR OPERATING ENGINEER (Utilities)** One year of experience in the operation and maintenance of heating and/or air condition equipment. Rotating shifts, changing every six weeks. \$12,089.52-19,564.56; \$436.20. 3/7/85.

**CUSTODIAL WORKER (Building Svcs.)** Ability to follow oral and written instructions. Hours: Monday - Friday 6:00 a.m. to 2:30 p.m. \$7,788.24-11,525.76; \$288.40. 3/7/85.

**SECRETARY SPEC. (Aerospace Studies)** High school diploma or its equivalent and two years of secretarial and/or clerical experience. Typing exam. \$9,834.48-15,660; \$376.80. 3/7/85.

**CLERK TYPIST II (Housing)** High school diploma or its equivalent and one year of clerical experience. Typing exam. Temporary thru May 17, 1985 only. \$7,788.24-12,110.40; \$298.40. 3/7/85.

**CLERK TYPIST III (Marketing/Part-time)** High school diploma or its equivalent and two years of clerical experience. Typing exam. Hours Monday - Friday 8:00 a.m. to Noon. \$4,457.88; \$170.80. 3/7/85.

**PERSONNEL SVCS. SPECIALIST (Human Resources)** Bachelor's degree and three years professional personnel experience. Master's degree may substitute for one year of experience. Prefer classification and wage and salary experience. \$19,167.84-31,946.40; \$734.40. 3/28/85.

**WORD PROCESSING SYS. OPERATOR II (Word Processing)** High school diploma or its equivalent, one year of experience in the operation of word processing equipment. Typing exam. Prefer IBM Displaywriter experience. \$9,834.48-15,660; \$376.80. 3/14/85.

**CLERK TYPIST II (Building Svcs.)** High school diploma or its equivalent and one year of clerical experience. Typing exam. Hours: Monday - Friday 6:00 a.m. to 2:30 p.m. \$7,788.24-12,110.40; \$298.40. 3/14/85.

**CUSTODIAL SUPV. II (Housing)** Two years of experience in custodial or maintenance work. Hours: Monday - Friday 8:00 a.m. to 4:30 p.m. \$9,354.24-14,845.68; \$358.40. 3/14/85.

### MAINTENANCE SUPPORT TECH (Physical

Plant) One year of experience in the maintenance and repair of buildings, plumbing or mechanical equipment or in treating diseased or damaged trees. Prefer experience in painting. \$9,354.24-14,845.68; \$358.40. 3/14/85.

**SECRETARY SPECIALIST (University Relations)** High school diploma or its equivalent and two years of secretarial and/or clerical experience. Typing exam. Prefer data entry experience. \$9,834.48-15,660; \$376.80. 3/14/85.

## OPS Temporary

**CASHIER (Computer Svcs.)** High school diploma or its equivalent and two years of experience in cashiering or other clerical work concerned with receiving and disbursing money and recording transactions. Hours: Monday - Friday 9:00 a.m. to 4:00 p.m. \$4.48/hr. 3/14/85.

**CLERK TYPIST III (Police Dept.)** High school diploma or its equivalent and two years of secretarial and/or clerical experience. Typing exam. Hours: Monday - Friday 9:00 a.m. to 3:00 p.m. \$4.27/hr. 3/14/85.

**SECRETARY SPECIALIST (Facilities Planning)** High school diploma or its equivalent and two years of secretarial and/or clerical experience. Typing exam. Prefer experience with engineering and/or architectural office experience. Hours: Monday - Friday 8:00 a.m. to 4:30 p.m. \$5/hr. 3/14/85.

**AUTO. EQUIP. MECHANIC I (Physical Plant)** One year of experience in automotive repair work. Prefer experience with Cushman Scooters and/or Kohler engines. \$5.75/hr. 3/14/85.

## Classified

This is a free service to fulltime UCF employees

### WANTED

**To rent** — Mature, responsible graduate students would like to rent 3 bedroom/2 bath house or apartment in the UCF area. Must accept pets. Call 277-5617 after 5 or on weekends or contact Betty Lynne in Biological Sciences.

**To buy** — Portable color television in good working condition. Phone x2290 between 8-5 p.m.

### FOR SALE

**1974 Mercury Comet** no rust, no dents, 2 new tires, \$750. Call 281-4758 anytime.

**1982 Honda Urban Express** 50 cc, only 1600 miles, kryptonite lock and helmet, like new. Call 869-0069.

**1979 Plymouth TC-3**, 4-speed, 4-cyl., front wheel drive, silver w/black stripes, A/C, tinted windows, AM/FM stereo cassette w/power booster, CB radio, radial tires, rust-proofed, original owner, good condition. \$3,390. Ariene x2704.

**1968 Bug** rebuilt eng. & carb., new brakes, clutch, fuel pump, battery, 35 MPG. \$1050. Also 1981 Ski Nautique; 351 PCM, immaculate, 2 tone red/white custom paint, red int., exc condition, new canvas cover, low hrs., a real cherry. \$10,500. Call Mike 886-6564 or 422-4084.

**Maitland Condo** Large, 3 bedroom/2 1/2 bath, patio, garage, poolside. Call 339-8447.

**House** convenient to University. Three bedroom/2 bath, screened porch and fenced backyard. Assumable 9 1/2% mortgage. Call evenings 275-1017.

### FOR RENT

**House** near UCF, 3 bedroom/1 1/2 bath, spacious living room, ceiling fan, central air and heat, fenced backyard. No pets. \$475/mo plus deposit. Call 282-6932 after 6 p.m.

## OFFICIAL To Spotlight the UCF BALLOT Employee of the Month

I nominate \_\_\_\_\_ to be UCF SPOTLIGHT EMPLOYEE OF THE MONTH for APRIL. (Nominee must have been employed for at least one year.) Faculty and A&P personnel may also nominate a career service person for this award. Rationale for nomination: (i.e. job performance, dependability, attitude, etc.) \_\_\_\_\_

Cut out ballot and return to Jim Liggett, Bookstore, by Mar. 20.

Signed \_\_\_\_\_